Policy: W-04-07
Policy Title: Valves- Installation, Operation, Inspection, and Maintenance
Policy Purpose: Distribution Maintenance
Implementation Date: 10/21/2004
Revision Date: N/A

TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT
VALVES- INSTALLATION, OPERATION, INSPECTION, AND MAINTENANCE

The installation, operation, inspection, and maintenance of valves in the distribution system are the responsibility of the department and failure due to faulty installation or improper maintenance could result in extensive damage and costly repairs.

Checking Valves Upon Delivery

Valves will be inspected immediately upon delivery to verify compliance with specifications, direction of opening, size, and shape of operating nut, number of turns and type of end connections. Assigned and trained personnel will inspect the bronze gate rings and body rings to detect any damage in shipment or scoring of the seating surfaces. The rubber and other coatings of resilent seated valves will also be inspected for condition of bond and finish of the nonmetallic surfaces. Additionally, inspection procedures will include observing for bent stems, broken hand wheels, cracked parts, loose bolts, missing parts and accessories, and any other evidence of mishandling during shipment.

Storage

Once valves have been carefully inspected, they will be properly stored prior to use. In order to prevent entry of foreign material that could cause damage to the seating surfaces, the valves will be stored in a fully closed position unless recommended otherwise by the manufacturer. Resilent seated valves will be stored in accordance with the manufacturer's recommendations. This may include storage with protective covers for rubber seats and in a marginally open condition. Ideally, valves should be stored indoors. If valves must be stored outdoors, extra care is required to protect the operating mechanism, such as gears, motor, actuators, and cylinders, from weather elements. Valve ports and flanges must be protected from the weather and foreign materials. If valves are subject to freezing temperatures, all water must be removed from the valve interior and the valve closed tightly before storage, unless specifically recommended otherwise by the manufacturer. Failure to do so may result in a cracked valve casting. The valves will be stored on pallets with the discs in a vertical position to prevent rainwater from accumulating on top of the disc, seeping into the valve body cavity and freezing and cracking the casting.

Bruce A. Hauk, Director
Westfield Public Works